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Written Response Required: NO

Due Date: N/A

Actionee: N/A

Closes CCN: N/A

OU: N/A

TSD: N/A

ERA: N/A

Subject Code: 4041

August 20

U.S. Department of Energy
Richland Operations Office
J. B. Hebdon, Director
Regulatory Compliance and Assurance Division
P.O. Box 550, MSIN A5-58
Richland, Washington 99352
U.S. Department of Energy
Office of River Protection
J. E. Rasmussen, Director
Environmental Management Division
P.O. Box 550, MSIN H6-60
Richland, Washington 99352
Subject:

Contract No. DE-AC06-93 RL12367

**MEMORANDUM OF UNDERSTANDING (MOU) FOR INITIAL POINT OF
CONTACT ACTIVITIES SUPPORTING REGULATORY AGENCY
ENVIRONMENTAL INSPECTIONS**

Dear Messrs. Hebdon and Rasmussen:

The subject Memorandum of Understanding (MOU) was originally developed to establish a framework for coordination of federal and state regulatory agency environmental inspections on the Hanford Site. The principle goals of the MOU are to establish a consistent notification and access process for agency inspections by providing a responsible contractor inspection point-of-contact and to foster trust and good working relations among contractors and regulatory agency personnel. Although the site contractors have found it to be an effective tool for coordinating site inspections, some revisions were necessary to reflect changes in site contractor roles and responsibilities.

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Messrs. Hebdon and Rasmussen

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The Central Environmental Committee (CEC), composed of the Hanford Site Prime Contractors, with the exception of Bechtel National, Inc., has facilitated the necessary revisions to reflect the configuration of contractors at the Hanford Site. A copy of the revised MOU is attached for your information. The CEC would appreciate your assistance in requesting that regulatory inspectors follow the notification process outlined in the MOU.

If you have any questions, please contact Steve Szendre at 376-7776.

Sincerely,

R. J. Landon, Chair

Central Environmental Committee

DMY: jmck

Attachment: July 2001 - Memorandum of Understanding (MOU) for Initial Point of Contact
Activities Supporting Regulatory Agency Environmental Inspections

cc:

B. P. Atencio (PNNL) P7-68, w/a
S. J. Bensussen (CHG) H6-18, w/a
R. C. Brunke (FH) G1-37, w/a
C. E. Clark (RL) A5-15, w/a
S. B. Cherry (FH) B3-15, w/a
S. D. Cooke (PNNL) K1-67, w/a
W. T. Dixon (CHG) R1-51, w/a
E. L. Grohs (PNNL) P7-57, w/a
R. H. Gurske (DFSH) H8-73, w/a
J. B. Hall (RL) A2-15, w/a
A. K. Ikenberry (PNNL) P7-79, w/a
S. Lijek (ORP) H6-60, w/a
M. S. McCormick (RL) HO-12, w/a
S. M. McInturff (HEHF) H 1-51, w/a
P. C. Miller (CHG) R1-51, w/a
P. E. Peistrup (BNI) H4-02, w/a
S. M. Price (FH) H8-67, w/a
S. A. Szendre (FH) G1-37, w/a
H. T. Tilden (PNNL) P7-57, w/a
P. A. Weiher (JCI) L4-85, w/a
L. F. Willis (DFSH) H8-73, w/a

**MEMORANDUM OF UNDERSTANDING
FOR INITIAL POINT OF CONTACT ACTIVITIES
SUPPORTING REGULATORY AGENCY
ENVIRONMENTAL INSPECTIONS**

July 2001

A. INTRODUCTION

This memorandum of understanding (MOU) describes an understanding among Hanford Site Prime Contractors regarding coordination of federal and state regulatory agency environmental inspections on the Hanford Site. Agreement Prime Contractors are: Bechtel Hanford, Inc. (BI-E), CH2M HILL Hanford Group, Inc. (CHG), Fluor Hanford, Inc. (FH), Hanford Environmental Health Foundation (HEHF), Johnson Controls, Inc. (JCI), and Pacific Northwest National Laboratory (PNNL). Goals of this MOU include fostering trust and good working relations among contractors and regulatory agency personnel, establishing a consistent notification and access process for agency inspections, and providing a responsible contractor initial inspection point of contact (POC). An additional goal of this MOU is to provide the U.S. Department of Energy, Richland Operations Office (DOE-RL) and the Office of River Protection (DOE-ORP) with a centralized source of information on regulatory agency environmental inspections and to streamline reporting on inspections and related enforcement activities. This MOU is not intended to be binding or contractual in any manner but is solely intended to enhance cooperation, communication, and efficiency in site operations.

Cooperation among contractor personnel is both encouraged and expected under this MOU. Whenever appropriate, electronic copies of inspection summary reports, highlights, enforcement correspondence, or related information that might apply to, or benefit, another Hanford Site contractor should be provided to applicable contractors as soon as possible after regulatory agency inspections. Agency inspections occurring outside the purview of DOE-RL or DOE-ORP, regulatory inspections conducted in private facilities (PNNL in Richland, Sequim, and elsewhere), and those inspections conducted by the U.S. Department of Transportation, do not apply to this MOU.

During inspections, contractor personnel will not discuss any matters or issues concerning the other contractors beyond straightforward and routine information (e.g., PNNL manages the 325 Building). Any operational or regulatory compliance questions will be referred immediately to the relevant contractor.

B. ROLE OF THE INITIAL POINT OF CONTACT (IPOC)

The Prime Contractors recognize having an IPOC for notification of regulatory agency environmental inspections helps to achieve safe Hanford Site access, and promotes positive interaction among regulatory agency and Hanford Site personnel. The role of the IPOC is to provide consistency in coordinating and facilitating regulatory agency visits and environmental inspections. The IPOC will ensure that applicable organizations and personnel are notified of an impending inspection, verifies that initial access requirements are met [e.g., badging, dosimetry, and General Employee Radiation Training (GERT)], coordinates contractor personnel

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availability, notifies proper facility representatives, and informs DOE-RL and/or DOE-ORP of any alleged non-compliance stemming from regulatory agency environmental inspections.

There are two IPOCs, one for RL facilities (FH) and one for ORP facilities (CHG). These IPOCs provide their telephone and pager numbers to the applicable organizations and to the regulatory agencies. The IPOCs are knowledgeable of Hanford Site access requirements and regulatory agency interaction protocols. The IPOCs perform the necessary actions **to verify that regulatory** agency personnel meet the requirements to promote/encourage safe and ready access to the Hanford Site.

To perform their function, the IPOCs maintain the following information:

List of designated POCs

List of applicable DOE-RL and DOE-ORP representatives to be notified of impending inspections

- List of managed facilities subject to regulatory agency inspections
- Applicable access requirements of areas or facilities being inspected. Each **individual** contractor
- POC will verify other project-specific access requirements if needed
- Inspection summary reports
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- Copies of regulatory agency formal and informal checklists and written enforcement actions (e.g., notice of violations, notice of corrections, and compliance orders).

C. DUTIES OF THE CHG IPOC

The following section details the duties of the CHG IPOC for regulatory agency environmental inspections occurring at CHG managed facilities. When the CHG IPOC receives the initial contact, the IPOC requests all of the necessary information from the agency(s) announcing the inspection (date, time, names of inspectors, location to be inspected, initial meeting location, scope, reason/goal/media for the inspections, etc.). The CHG IPOC notifies DOE-ORP and CHG representatives by telephone or by a prompt E-mail notification message of any impending regulatory agency environmental inspections. The telephone or E-mail message should include the information obtained from the agency, and identify the host (if known) that will accompany the inspector(s). As applicable, the distribution on this notification also includes the applicable .. contractor's facility and environmental management.

The CHG IPOC will notify the applicable contractor POCs (Attachment A) if the -inspection involves other contractors. The CHG IPOC should provide the information gathered regarding the inspection to the FH IPOC for inclusion in the Inspection Log. They may also provide a summary of inspection events to inform other contractors of regulatory agency inspection activities.

Inspection Memorandum of Understanding

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D. DUTIES OF THE FH IPOC ,

The following section identifies the duties of the FH IPOC for regulatory agency environmental inspections of BHI, FH, HEHF, JCI, and PNNL managed facilities and projects. The FH IPOC supplies the regulatory agencies with the telephone and pager numbers of POCs. When contacted, the FH IPOC requests and records all the necessary information from agency personnel. If the inspection involves other contractors the IPOC relays to the agency inspector the name and telephone number of the contractor POC, and requests that the agency contact the contractor POC directly to provide or obtain more specific information. These contractor POCs are predetermined (Attachment A) and will be updated.

After the initial contact, the FH IPOC notifies DOE-RL representatives and effected contractor POCs immediately by telephone (no later than 2 hours from the initial notification). The FH IPOC follows up with an electronic notification (sent urgent) with the word 'INSPECTION', and the date and location in the subject line to alert the receivers. The electronic mail notification includes information obtained from the regulatory agency, and identifies the host (if known) that will accompany the inspector(s). As applicable, the distribution on this notification includes the applicable contractor's facility and environmental management.

The FH IPOC will record BHI, CHG, FH, HEHF, JCI, and PNNL inspections on a formal Inspection Log. FH will maintain this log of regulatory agency environmental inspections for future reference, including tracking findings and corrective actions. This inspection log will contain the dates, locations, and topics of inspections, which could be used for trending and reporting to DOE-RL.

E. ENVIRONMENTAL ACTION TRACKING SYSTEM

To meet the Notice of Intent requirements of Washington Administrative Code (WAC) 173-303-281 submittal of a 10-year compliance history, FH maintains the Environmental Action Tracking System (EATS) for DOE-RL and DOE-ORP. Specifically, FH will input compliance data into the EATS database that tracks regulatory agency environmental related formal and informal enforcement correspondence (e.g., notice of violation, notice of correction, notice of penalty), including any required responses, corrective actions and formal commitments. On many occasions, the compliance data are initiated from the results of regulatory agency environmental inspections. To adequately meet this WAC requirement, each applicable contractor POC will inform the EATS POC (Attachment A) of any regulatory agency related correspondence, issues, and commitments. Each contractor is responsible for responding to .. inspection findings and completing any corrective actions. EATS information can also be used to provide a status report of compliance-related issues to DOE-RL and DOE-ORP.

F. REVISIONS

This MOU will be reviewed and revised, as necessary, when any of the agreement Prime

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ACKNOWLEDGMENT

d

. H. Wyer, Manager

Date

Compliance and Quality Programs

Bechtel Hanford, Inc.

W. T. Dixon, Director
Environmental Services
CH2MHILL Hanford Group, Inc.

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Date

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17 July 1981

R. H. Gurske, Director

DAB

Environment & Regulation

Fluor Hanford, Inc.

S. M. McInturff, Manager

Y

Date

Safety, Security & Facilities
Hanford Environmental Health Foundation

P. A. Weiher

Date

Site Manager

Johnson Controls, Inc.

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A. K. Ikenberry, Manager
Environmental Manager Services Department
Pacific Northwest National Laboratory
Inspection Memorandum of Understanding

Date

ATTACHMENT A

Regulatory Agency Environmental Inspection Point of Contacts**July 2001**BHI

Ray Collins
John Handy
Tom Lazarski

Office 372-9230, pager 85-4090
Office 372-9226
Office 372-9216

CHG

Phil Miller, IPOC
Shelly Doss
Lucinda Penn
Scott Conrad

Office 373-1920, cell 521-4887, pager 85-3197 Office
372-2526, cell 521-7648, pager 85-7534 Office
373-1060, cell 521-7645, pager 85-3814 Office
373-5976, cell 521-7647, pager 85-3814

FH

Tom Frazier
Steve Szendre, IPOC
Roger Bowman, EATS POC

Office 373-4306, cell 531-5240, pager 85-9720 Office
376-7776, cell 521-2992, pager 85-9075 Office
376-4876

HEHF

Sandra McInturff

Office 376-6469, pager 85-3017

Patrick Weiher

Office 372-0243; cell 521-0424

PNNL

Brad Atencio
Eugene Grohs

Office 376-8662, pager 85-5382
Office 373-7759, pager 85-8715

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GATION CASE FILES - DELHUR INDUSTRIES, INC. V. BECHTEL IFORD, INC. / Case No. CS-97-0366 JLO. eral contents include documents provided in discovery. Documents ived by John Arnold, Project Control POC for ERDF Construction. iur vs. Layfield - Documents provided by Nancy Anderson, Esq. x to ERDF Project File : E&I Subcontract & Schedule Plan for Project W-296 F Daily Site Manager Log provided by Bob Oreweller	P	U	05/01/1995	01/12/1999	1.00	DOERS-7.